

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF GEORGIA



JUDICIAL LAW CLERK TO
UNITED STATES MAGISTRATE JUDGE
STARTING SALARY: JSP 11-JSP 13
\$64,290 - \$91,631
DEPENDING UPON EXPERIENCE

The United States District Court for the Northern District of Georgia seeks to fill a ***Judicial Law Clerk*** position in the Atlanta division. The appointment is for a two-year term beginning on or about August 6, 2018.

Representative Duties:

Judicial law clerks are responsible for legal research and the preparation of orders, memoranda, and draft opinions. A law clerk will work primarily on Title VII employment discrimination, Fair Debt Collection Practices Act, Truth in Lending Act, and Social Security disability cases as well as some criminal cases. This position consists of significant administrative duties for which good organizational skills are required and a working knowledge of WordPerfect® 12 is a plus.

Qualifications:

Preference will be given to applicants who possess excellent research and writing skills as well as experience on the editorial board of a law review, moot court team, or mock trial team. The job responsibilities require significant interaction with judges, attorneys, law clerks, and other court staff. The ability to communicate effectively, both verbally and in writing, is critical. Excellent interpersonal and organizational skills, including the ability to manage multiple tasks in a timely manner, are essential.

Salary Standards:

The table below shows the number of years of legal work experience required to qualify for appointment as a law clerk at the applicable Judicial Salary Plan (JSP) grade levels. Legal work experience means progressively responsible experience in the practice of law, legal research, or legal administration or equivalent experience received after graduation from law school.

**Judicial Law Clerk to U.S. Magistrate Judge
Vacancy Announcement # 18-27**

<u>JSP Grade</u>	<u>Yrs. Of Legal Exp.</u>	<u>Bar Membership</u>
11	0	No
12	1	Yes
13	2	Yes

JSP Grade 11 salary: \$64,290

JSP Grade 12 salary: \$77,058

JSP Grade 13 salary: \$91,631

Notice to Applicants:

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All employees are required to adhere to a Code of Ethics and Conduct, copies of which are available upon request. As a condition of employment, the selected candidate must successfully complete a background check with law enforcement agencies and a check of financial and credit records. All offers of employment are provisional until a full suitability determination has been made. The Federal Financial Reform Act requires direct deposit of federal wages for judiciary employees. Applicants must be United States citizens or eligible to work in the United States.

Application Process:

To apply for this position, qualified applicants should submit: 1) an application for Judicial Branch Federal Employment, Form AO 78, (available through this link: <http://www.uscourts.gov/file/635/download>); 2) a cover letter addressing qualifications and relevant experience; 3) a chronological résumé including education, employment, and salary history; 4) a law school transcript; and 5) a writing sample. Completed packages should be submitted electronically to HR_GAND@gand.uscourts.gov or via mail to: **United States District Court, Attn: Human Resources Manager, Vacancy #18-27, 75 Ted Turner Drive, SW, Room 2013, Atlanta, GA 30303-3338. Applications will be accepted through close of business on Friday, May 18, 2018.** All applicants will be screened to identify the best qualified and suitable candidates. Only the best qualified candidates will be invited for a personal interview. Interview and relocation expenses are not reimbursable. Applicants selected for an interview may be required to provide an additional writing sample at the time of the interview.

The United States District Court is an Equal Opportunity Employer.